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समस्त मुख्य विकास अधिकारी
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महोदय,

सुश्री आशा रवरूप संयुक्त सचिव (एस.जी.एस.वाइ.) ग्रामीण विकास मंत्रालय भारत सरकार, नई दिल्ली के पत्र संख्या 28012 / 2001 दिनांक 29 जुलाई, 2002 एवं संलग्न केन्द्र पुरोनिधानित योजनाओं की गाईड लाइन जिसमें कुछ संशोधन किये गये हैं आपको प्रेषित की जा रही है, कृपया अपने स्तर से संशोधित गाईड लाइन के अनुसार आवश्यक कार्यवाही करने का कष्ट करें।

सलंगन : यथोपरि

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प्रतिलिपि आयुक्त ग्राम्य विकास एवं पंचायतीराज निदेशालय पौड़ी को इस आशाय से कि कृपया उक्त गाईड लाइन को अपने स्तर से संबंधित को परिचालित कराने का कष्ट करें।

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GUIDELINES FOR OPERATIONALIZATION OF INVOLVEMENT OF FACILITATORS IN SELF HELP FORMATION AND DEVELOPMENT UNDER THE SGSY

INTRODUCTION

The objective of the SGSY is to bring the assisted poor families above the poverty line by organising them into Self Help Groups (SHGs) through the process of social mobilisation, their training and capacity building and provision of income generating assets through a mix of Bank credit and Government subsidy. The emphasis under the Scheme is on Group Approach and development of activity clusters. According, Para 3.8 of the Amended Guidelines of SGSY provides for involvement of facilitators in the formation, training and development of Self Help Groups (SHGs) under the SGSY. The facilitator may be Non Government Organisations (NGOs) / Community Based Organisations (CBOs) / Network of Community Coordinators / Animators having experience or training in the field of community and social organization.

Rationale :

The most critical element in the strategy for empowerment of BPL families through the Self Help Group approach is the formation and evolution of Self Help Groups. This is a process which requires careful planning and it has to be nurtured and monitored over a period of time till the groups become independent / self reliant and are in a position to manage their activities themselves. The experience over the years has shown that social mobilisation, group formation and development is not a spontaneous process. It has to be induced. This could be done by organizations / institutions which have developed close rapport with the people through their continuous working with them over a period of time. Generally, this job has been handled by Non Government Organisations (NGOs) / Community Based Organizations (CBOs) as they work in a specific area with clearly defined objective. Distribution of NGOs is not

uniform in different parts of the Country. There are only a limited number of NGOs which have the capability of supporting the group formation process. The responsibility for group formation has therefore fallen essentially on the DRDAs. The DRDAs are neither trained for social mobilization nor they have orientation to undertake such process oriented tasks. Therefore, although provision for utilizing the services of NGOs was provided under the Guidelines, the Self Help Group movement could not pick up desired momentum in many States.

Therefore it is felt necessary, to allow DRDAs to support individuals as Animators / Community Coordinators in areas where reputed NGOs are not available.

Selection Process

Facilitators from the core and play a vital role in social mobilization of the rural poor for organizing them into Self Help Groups. The quality of groups can be influenced by the capacity of facilitator. As the success of SGSY hinges on the organization of rural poor into successful Self Help Groups (SHGs) which are viable and sustainable, therefore, selection of facilitators assumes greater significance.

Proper selection of facilitators / Community Coordinators / Animators would be crucial for formation and development of good viable Self Help Groups. The selection must be through a transparent and professional process. The District SGSY Committee may therefore select suitable organizations / societies / individuals as facilitators based on their past experience in SHG formation, community organization or any other work involving participatory approach, communication skill, ability to stay with people in rural areas, etc. Expert in the field may also be included as members. The State/DRDAs may evolve a suitable procedure for selection of facilitators. The selection procedure could include the following stages :

- Wide publicity in the area
- Screening of applications as per the identified parameters
- Written test
- Group discussion
- Village stay (for 2-3 days)
- Panel interview etc.

The Community Coordinators/Animators could be from the community or may be from outside the area. They could be leaders/members of Self Help Groups or persons having experience or training in the field of community organization and social mobilization such as Preraks of literacy Programme, Sahyogi under Mahila Samakhya or they could be qualified professionals from reputed Institutes, willing to work in rural areas i.e. IRMA (Anand, Gujarat), Tata Institute of Social Science (Mumbai), Xavier Institute of Social Science (Ranchi), XLRI (Jamshedpur), Schools of Social Work etc. The involvement of professionals from reputed organizations / institutes will enrich the exposure of SHGs and help them to evolve into a viable and sustainable organization.

Terms of Contract

The State / DRDAs may devise a suitable Memorandum of Understanding (MoU) or contract to be used for entering into an agreement with NGOs/CBOs/Animators/Community Coordinators being involved as facilitators. The MoU should clearly define the role of facilitator in group formation, development and training. The payment to facilitators should be specifically linked to the stage of development of the group and overall performance. This could be judged by analysing the data with respect to number of groups formed, retained and functioning as viable group, sanctioned revolving fund under the SGSY / linked with bank for credit, taking up income generating activities successfully and satisfactory repayment of bank loan. The involvement of facilitators will be purely on contractual basis

and DRDAs shall take all precautions to ensure that there are no legal obligations on the Government.

Training

The training of facilitators/community coordinators should be with a view to equip them to work with empathy and professionalism. Therefore, after selection, the facilitators may be subjected to intensive training on the concept of Self Help Groups social mobilization, conducting group meetings, conflict resolution, group dynamics maintenance of records and books of accounts, awareness about development schemes of the Government including social and family welfare programmes. The training may also include attachments with DRDA, BDO, relevant departments a period of stay in the village to get a first hand experience of the environment and social dynamics particularly of the poor, attachment with NGOs which have experience in this work, formal training inputs with regard to skills relevant to the SHG process, attachment with bankers, skill development and marketing of products and so on and so forth.

Besides, the Swarnjayanti Gram Swarozgar Yojana the Self Help Group concept is being propagated through various other schemes of the Government and NGOs such as Swa-Shakti and Swayamsidha of Department of Women & Child Development, Rashtriya Mahila Kosh (RMK), Mahila Samakhya, UNDP and World Bank aided District Poverty Initiative Programme, NABARD, NGOs etc. synergy is required to be established will all ongoing Schemes / Projects and endeavour should be to supplement each others efforts.

Job Chart

The facilitators work responsibility may include :

- Identification of most backward habitations in the Gram

- Panchayat, rapport building, developing clear understanding of the social economic profile of the people, and the area.
- Identify the Below Poverty Line families as per the BPL list of the Rural Development Department.
 - Diagnosis of the existing groups, strengthening of the existing groups and forming new groups.
 - Training and capacity building of the groups in group management and other collective activities.
 - Simple and comprehensive books of accounts and other records/documents system of conducting weekly group meetings, group dynamics and conflict resolution.
 - Help in establishing linkage with the service area bank for meeting their credit requirement.
 - Selection of Income Generating activities, arranging for skill and entrepreneurship development training developing marketing linkages and support.
 - Awareness generation in social and family welfare programmes i.e. immunization nutrition, literacy, health and sanitation, family planning.

A Community Coordinator / Animator could take up the responsibility of managing 10-15 SHGs in a geographical cluster. Efforts should be made to saturate the village by organising all the eligible families in the village as members of the SHGs.

Monitoring

The DRDAs shall regularly review and monitor the progress of the Groups through periodic evaluations and regular interaction. An analytical report on the working and performance of the facilitators / community coordinators should be presented for discussion in the Governing Body of DRDA and in the District level SGSSY committee. A monitoring format is enclosed for guidance.

Exit Policy

The MoU should clearly define the role of facilitator in group formation and training and exit policy of the facilitators. There should be a clear exit policy for the facilitators / community coordinators and a timeframe within which the community should either become self reliant or be in a position to pay for the services to SHGs at the end of the contract period, if they require them to continue beyond this.